

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No. S000100	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code		14. Agency Use		15. Classified/Graded by a. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Review d. First Level Review e. Recommended by Supervisor or Initiating Office		Official Title of Position Department of the Interior, FLERT Specialist This PD has been approved as follows under 5 USC 8336(c) and 8412(d) Firefighter Law Enforcement Primary Secondary/Administrative Sec/Supvy Approval Date October 1, 2003 Park Ranger (LE/Refuge) GS 0025 12	

16. Organizational Title of Position (If different from official title) Refuge Law Enforcement Zone Officer		17. Name of Employee (If vacant, specify)	
18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Regions		e. Fifth Subdivision	

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature _____ Date _____

Signature _____ Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

22. Position Classification Standards Used in Classifying/Grading Position
GEG or GS-083/GD-085, 4/88; Park Ranger, GS-025, 11/85; Grade Level Gde for Instructional Workm 3/89; Intro to PCS, 8/91.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature _____ Date _____

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks **FPL -GS-12.**

Approved for Service-wide Use

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Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest	6. OPM Certification No.
Standard Position Description		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	13. Competitive Level Code
15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code
a. Office of Personnel Management		Department of the Interior, FLERT Specialist <i>Boye Lappin</i>			
b. Department, Agency or Establishment		This PD has been approved as follows under 5 USC 8338(c) and 8412(d) Firefighter <input checked="" type="checkbox"/> Law Enforcement			
c. Second Level Review		Primary <input checked="" type="checkbox"/> Secondary/Administrative <input checked="" type="checkbox"/> Sec/Supvy			
d. First Level Review		Approval Date <i>(October) 1, 2003</i>			
e. Recommended by Supervisor or Initiating Office		Park Ranger (LE/Refuge)		GS	0025 11

16. Organizational Title of Position (if different from official title)

Refuge Law Enforcement Zone Officer

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

a. First Subdivision

U.S. Fish and Wildlife Service

b. Second Subdivision

Regions

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that:

a. Typed Name and Title of Immediate Supervisor

Signature

Date

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

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Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks FPL-GS-12. SOD: Job classified one grade lower as GS-11. Performs

duties as attached GS-12, under closer supervision.

25. Description of Major Duties and Responsibilities (See Attached)

**Refuge Law Enforcement Zone Officer
National Wildlife Refuge System, USFWS
Standard Position Description
Park Ranger (Law Enforcement) GS-025-11/12**

Introduction

The National Wildlife Refuge System (NWRS) is managed to provide wildlife habitat and to protect wildlife populations. Compatible public recreation, particularly wildlife dependent activities, is also encouraged on refuge lands. The Service's responsibilities for resource protection, public safety, and the security and safety of refuge employees are addressed, in part, through an effective law enforcement program. The NWRS law enforcement program includes an integrated national, regional and zone system approach in administering policy, training, coordination, and guidance to refuge field stations.

The incumbent serves as a Refuge Law Enforcement Zone Officer (Zone Officer). This key position at the zone level provides law enforcement support and oversight to designated refuges within the zone. The incumbent provides expertise, technical assistance and planning support for law enforcement training, program reviews, court preparation, incident management, and other law enforcement needs as coordinated with project leaders within the zone. The incumbent also ensures consistent delivery of the law enforcement program at the field level, including an oversight role to assist field stations in interpreting and applying government directives and policies related to law enforcement.

The incumbent performs these duties through frequent and effective communication with project leaders and refuge officers. The various issues and resource priorities as identified by the project leaders will provide important guidance as to how the zone's law enforcement program should be implemented. The incumbent uses communication, interpersonal skills, and an extensive knowledge of natural resource law enforcement to successfully implement the zone law enforcement program. The incumbent also uses partnership building skills to cooperate with other law enforcement agencies. These efforts are critical in order to build trust with other agencies, leverage limited resources, and enhance officer safety.

The incumbent is supervised by the Regional Refuge Law Enforcement Chief of their respective region. The ability to interact effectively with regional and national law enforcement staff of the NWRS is critical. In order to provide effective service to project leaders, the incumbent must accurately interpret policy directives and maintain communications with regional and national contacts so that information and technical assistance is readily available. The zone officer is the critical link between the field stations and the regional offices for law enforcement support. Multiple zone officer positions will be located in each of the regions that make up the NWRS.

Major Duties

The incumbent is a commissioned Federal law enforcement officer of the National Wildlife Refuge System, U.S. Fish and Wildlife Service. This position has a mandatory prerequisite of primary law enforcement experience. The incumbent must have experience conducting investigations and apprehending and arresting criminals. The incumbent will maintain law enforcement authority and conduct law enforcement duties as assigned.

1. Program Development, Management, and Work Planning 50%

Serves as a technical expert on all law enforcement matters within the zone. Advises and evaluates the zone's law enforcement programs, operational plans, practices, and procedures, incorporating resource management objectives and concerns, and coordinates the implementation of ongoing, new, or changed policies and plans. Responsible for the assessment of existing level and type of resources devoted to the program. Provides advice on the type, amount and location of work as well as the objectives to be accomplished based on budget, staffing, equipment, supplies and materials. Through project leader input, determine type, amount and location of work as well as the objectives to be accomplished. Evaluates program activities based on available funding, and suggests revisions. Formulates administrative plans for visitor and resource protection as requested.

Assists project leaders with the development of law enforcement plans, including Comprehensive Conservation Plans. Participates in law enforcement related planning activities, public meetings, report drafting, and assessments during the various planning phases. Helps determine the potential impact of proposed or ongoing refuge activities. Ensures crowd control, facility security, evidence security, chain of custody records and other law enforcement related issues are addressed within plans, as appropriate. Reviews existing and proposed plans geared toward enhancing the public's understanding of the refuge program and regulations. Incumbent's primary role in planning is to provide advice and guidance to project leaders and other employees on law enforcement and security issues affecting the refuge.

Develops effective working relationships within and external to the Service in order to promote the goals and objectives of the refuges within the incumbent's zone. This includes enlisting the cooperation and participation of private citizens in alerting authorities to suspicious activity on or around the refuge, or meeting with officials including Federal, state, and local law enforcement agencies in order to plan and arrange the sharing of resources and support to prevent harm to resources, property, visitors, and personnel. Educates the public at meetings, assemblies and other informational sessions by giving presentations and briefings that explain the complexities, interdependence and significance of the refuge's fish, wildlife, plant, and cultural resources and emphasize the refuge laws and regulations through the employee's comprehensive knowledge and understanding of these resources.

Reviews proposed changes and additions to regulations found in 50 CFR Part 32. Provides recommendations for changes to the project leaders and Regional Refuge Law Enforcement Chief. Assists the refuges with preparation of the required documentation to effect changes in these regulations according to agency procedures. Provides guidance on appropriate signing, outreach and public notification regarding refuge regulations. Identifies regulatory and security issues and make recommendations to the project leader to facilitate corrective action.

Provides expertise to refuge officers in preparing Notices of Violation, criminal complaints, investigative reports, serious incident reports, and other applicable law enforcement case reports. Provides technical assistance to refuge officers utilizing the automated case management system, a mandatory computerized web-based incident reporting system. Reviews all case reports entered into the case management system within the zone to ensure compliance with policy and provide quality control.

Assists project leaders by reviewing, authoring and evaluating special use permits, mutual aid agreements, cooperative agreements and memoranda of understanding. Coordinates field monitoring of special refuge uses such as; special use permits, interagency understandings, interagency agreements, or inholding and retained rights agreements. Ensures that adequate monitoring of permitted events occur to protect resources and comply with Service policies, regulations, and standards. Resolves simple conflicts (e.g., trespass or interpretation of permit language) with permittees and presents alternatives for action to the project leader.

Coordinates patrol and investigation activities with Federal, state and local agencies regarding to law enforcement, resource protection, drugs, emergency response, and multi-jurisdictional law enforcement operations and investigation. Provides liaison and coordinates prosecution of criminal cases with the United States Attorney's office, United States District Court, state and local courts, State District Attorneys, United States Probation Office, and the United States Central Violations Bureau.

2. Training and Instructor Responsibilities 25%

Serves as the primary contact for all Field Training and Evaluation Program activities within the zone. Successfully completes the Field Training Officer Training Program and maintains certification as a NWRS Field Training Officer. Performs a variety of functions to administer the Field Training Evaluation (FTEP) for refuge law enforcement officers, including oversight of the training program within the zone and providing technical instruction and administrative advice to FTO's and project leaders. The incumbent is responsible for reviewing, approving and maintaining FTO-generated records of the daily and weekly evaluations of FTEP trainees within their zone. Develops and conducts FTEP familiarization training for regional managers, project leaders and non- law enforcement personnel. Coordinates FTEP issues with the Regional Law Enforcement Coordinator and the National FTEP Coordinator.

Serves as a law enforcement training instructor responsible for routinely developing and conducting law enforcement training programs that impact regional or national programs, including , but not limited to, Refuge Officer Basic School, Refuge Management Training Academy, and Regional Refuge Law Enforcement Refresher Training. The incumbent may serve as an advisor or training instructor for cooperating Federal, state or local law enforcement agencies. May also serve as a regional instructor for such activities as: firearms, health and fitness (H&F), Pressure Point Control Tactics (PPCT), oleoresin capsicum, Motorboat Operator Certification Course (MOCC) and special operations response team (SORT). Instructional training may involve situational and classroom setting, including developing class materials covering such topics including, but not limited to, patrol techniques, drug identification and eradication, case preparation, regulation and statute review, firearms training, arson

investigation, physical fitness, officer safety, and surveillance techniques

Coordinates law enforcement training for refuge officers within the zone. This includes mandatory in-service training for firearms, intermediate weapons, and other specialized training that requires ongoing certification to ensure proficiency. Monitors and evaluates employee skill levels, develops training plans and acquires specialized training to ensure the highest priority skills are maintained. Ensures emergency equipment readiness by inspecting existing equipment and researching and specifying new equipment.

3. Law Enforcement 25%

Serves as a commissioned law enforcement officer performing law enforcement duties. These duties include, but are not limited to, detecting; investigating; apprehending; detaining, and arresting criminals. Issues citations and prosecutes those who violate the laws, rules, and regulations that have been enacted to insure the protection and safe use of NWRS resources. The incumbent's law enforcement field activities are coordinated with the project leaders in the zone. The incumbent assists the refuges with law enforcement patrols as requested, during special events or other periods of need.

Investigates a wide variety of criminal activity affecting the following Service trust resources: refuge lands, migratory birds, endangered species, marine mammals, artifacts and other resources under the jurisdiction of the Service. On Service lands, the incumbent investigates the occurrence of arson, theft, breaking and entering, vandalism, pollution, destruction of property, and other offenses of State and municipal criminal laws and regulations as assimilated by statute. Investigates incidents occurring on Service lands involving searching for or removal of objects of antiquity and damage to historic and cultural sites. Investigates violations of applicable Federal and state fish and wildlife laws including poaching, illegal hunting of waterfowl, illegal use of aircraft for hunting and other illegal commercial activities. Enforces applicable laws and regulations concerning the possession, use, distribution, trafficking, cultivation, and manufacture of controlled substances on Service lands. Develops information through fact finding by collecting evidence; interviewing witnesses or suspects; pursuing leads; searching records; conducting surveillance; observing suspicious activity; and, compiling information from concerned citizens, informants, and local, Federal, and state officials.

Prepares investigation or case reports by documenting findings and facts, obtaining witness statements and copies of official records, and including pertinent evidence, correspondence, maps, historical information, exhibits, and photographs. Issues citations and files criminal complaints; prepares U.S. District Court Violation Notices for submission to the Central Violations Bureau. Checks the records of suspects and offenders for prior violations by contacting various state law enforcement agencies Apprehends violators of Federal and state criminal laws and takes offenders and suspects into custody when such action is appropriate. Seizes evidence, preserves and protects it, and properly disposes of it upon completion of cases. Requests and presents justification for warrants for defendants who fail to appear in court. Prepares cases of a more serious nature for the appropriate U.S. Attorney's Office for prosecution. Meets with prosecuting attorneys, presents testimony, and delivers evidence. In cooperation with the U. S. Attorney, recommends fines, probation, administrative action,

monetary restitution, or reclamation of damage to the court.

Maintains liaison, exchanges information, and coordinates ongoing law enforcement activities with other Federal, state, local law enforcement agencies, and other Service refuge law enforcement staff and FWS Office of Law Enforcement (OLE). Participates in ground and air surveillance that may involve flying as a passenger in aircraft, to identify suspects and illegal activity. Cooperates in investigation and disposition of cases. Participates with refuge law enforcement staff or OLE on special details and investigations related to controlled substances, commercial exploitation of wildlife, and execution of warrants.

FACTORS

1. Knowledge Required by the Position

Thorough knowledge of general principles of law enforcement which apply to all law enforcement operations including techniques and methodology related to investigations, patrolling and surveillance, as well as Constitutional law, search and seizure, authority and jurisdiction.

Ability to thoroughly integrate knowledge of law enforcement principles and practices into the overall mission, objectives, and diverse activities of the National Wildlife Refuge System.

Knowledge of Federal and state laws and regulations applicable to the National Wildlife Refuge System, including the National Wildlife Refuge System Administration Act, Migratory Bird Treaty Act, Migratory Bird Hunting and Conservation Stamp Act, Bald Eagle Protection Act, Marine Mammal Protection Act, Lacey Act, Endangered Species Act, Antiquities Act and Archaeological Resources Protection Act.

Experience or education that provides a thorough working knowledge of public recreation and natural resource law enforcement principles and practices as they pertain to federal land management.

Skill in analyzing concepts and broad statements, then formulating clear, concise recommendations for practical implementation at the appropriate organizational level.

Skill in presenting facts, positions and briefings to higher level decision makers.

Ability to communicate orally and effectively teach complex law enforcement concepts to people who have a wide range of knowledge of law enforcement matters.

Ability to communicate in writing, especially organizing and writing instructional materials.

Skill in operating a variety of motor vehicles and specialized craft.

2. Supervisory Controls

Incumbent works under the supervision of the Regional Refuge Law Enforcement Chief, who is stationed at the Regional Office. Therefore, the incumbent works without on-site supervision and is required to perform the duties of the position without frequent or detailed instructions. The incumbent is expected to accomplish assignments without detailed supervision but is expected to coordinate progress and advise his or her supervisor of significant delays, and critical developments during the process of the assignment. The incumbent is expected to exercise discretionary latitude in formulating approaches to mission accomplishment, setting and attaining goals, and aligning activities to meet changing situations.

Incumbent receives general guidance and direction from project leaders within the zone regarding natural resource issues, public use issues, refuge priorities and politically sensitive issues. Incumbent communicates at frequent intervals with refuge officers and project leaders to ensure appropriate coordination between all staff with law enforcement responsibilities.

The employee independently plans the detailed steps necessary to complete assignments, including recommending changes in operating plans when necessary. When unexpected and unusual conditions or work situations are encountered which might engender significant controversy, the employee provides advise, action or options to be taken or considered by the supervisor or project leader before implementation.

Completed work is reviewed for overall adequacy, consistency, and correlation with related refuge activities, programs, and objectives. Work is also reviewed and evaluated on the basis of the overall effectiveness of the zone's law enforcement program, as well as timeliness and the incumbent's ability to coordinate the program with those of other Refuge division programs, cooperating agencies and the public.

3. Guidelines

Activities are guided by established Service priorities, policy statements, Congressional mandates and directives. Special assignments with short deadlines and no written guidance may be expected. In instances where guidelines do not exist, the incumbent must develop new or revised policies and guidelines based on his or her judgement and experiences.

Existing guidelines include Federal and State statutes, Federal Code of Regulations, Departmental and Service manuals, Director's Orders, regional policies, the law enforcement handbook, refuge Comprehensive Conservation Plans, refuge law enforcement plans and standard operating procedures. Incumbent normally applies these guidelines without direction from the supervisor.

4. Complexity

This position involves coordination, direction and development of a complex, sensitive and often controversial program.

The integration of scientific, technical and operational knowledge is required.

The incumbent is expected to provide justification and defense of positions representative of the NWRS law enforcement program.

The position requires coordination of activities, consolidation of broad issues to focus on specific situations and oversight responsibility for refuge personnel involved in law enforcement and training programs.

The reduction of abstract theories and broad goals to practical application is required.

The incumbent is expected to stay current on the latest developments and advancements within the field of law enforcement, which changes rapidly.

5. Scope and Effect

The primary purpose of the position is for the employee to provide oversight and support for the law enforcement program within the assigned zone. The incumbent's work will have substantial short-term and long-term effects on all refuges within the zone. A zone officer's work will also have regionally and nationally significant effects because consistent administration of the agency's law enforcement program is required. The zone officer is the position that ensures consistent delivery of the NWRS law enforcement program at the field level.

The incumbent's responsibilities related to law enforcement training impact refuge officer performance nationally and the overall perception of Service employees through their contacts with the public. Other responsibilities of the incumbent relate to interaction with a substantial number of other law enforcement agencies, both within and outside of the natural resource management community. The incumbent must assist management in conveying the Service's mission, explaining policies, and in the completion of necessary program changes. Inappropriate responses to law enforcement situations by individuals trained by, or advised by the incumbent could result in injury or loss of life by officers or members of the general public; individual, civil or criminal liability; tort claims against the federal government; or poor public relations. Incumbent is often involved in resolving unusual, complex, or sensitive issues of national significance. Inappropriate recommendations or coordination of activities could adversely affect wildlife resources, and the agency.

The incumbent carries out activities involved in responding to various types of emergency situations in cases of illness and accident, and leading or participating in teams involved in situations such as search and rescue operations, wildland and structural fires, special law enforcement operations (Homeland Security), and natural disasters. In many cases, the work requires charging or convicting persons who have violated laws, rules, and regulations relating to the resources and to public safety. In such cases, the employee's activities have an impact on the economic and well-being and freedom of individuals. Performance failure may lead to loss of life (visitors, injured persons, the incumbent, or other employees), public censure, and civil liability for the service and employee.

6. Personal Contacts

The incumbent has daily contact with refuge officers, project leaders, and other refuge employees. The incumbent also has frequent contact with members of the public and other law enforcement agency personnel. The officer is often the first-line-of-contact to the public and must be able to present the purpose of the National Wildlife Refuge System. Personal contacts by the incumbent are required to investigate, resolve, and provide reconciliation of complaints, to negotiate agreements and to persuade others to official Service positions. Contacts also frequently include attorneys, judges, representatives of special interest groups and the media, and personnel from other Federal, state and local law enforcement and emergency service organizations. With respect to visitors to and neighbors of the refuge, the employee's contacts include people who represent a cross section of the nation and of many other countries of the world. Visitors are of all ages, and are from all social, ethnic, and economic groupings. Most visitors and refuge neighbors can be expected to be law abiding citizens; however, visitors also include individuals who violate the laws, rules, and regulations of the refuge and some individuals who have a history of previous convictions for serious criminal offenses. Officers will provide security and personal protection for VIP's and visiting dignitaries.

7. Purpose of Contacts

Assignments require collaboration with the supervisor or project leader and a variety of other Federal, state, and local law enforcement agencies whose goals are generally compatible but occasionally require special efforts to negotiate agreements or reconcile conflicting views. Incumbent often resolves matters of controversy and uses negotiation skills to present and persuade others to official Service positions. Contacts with Service land users and visitors are to enforce laws and regulations governing the use of Service lands, to inform them of the cultural and natural resources on Service lands, to ensure regulatory compliance, and resolve and reconcile issues of complaints. Contacts with private organizations, groups, and individuals are made to exchange information and to stimulate active support of law enforcement efforts, to investigate criminal activity and violations, and to apprehend suspects and violators. Contacts to detect and curtail criminal activity are often dangerous; people encountered are sometimes verbally and physically hostile.

8. Physical Demands

The incumbent's work regularly includes long periods of standing, hiking or climbing, in many cases on uneven, steep, rough, slippery, or rugged terrain. Operation of a variety of land and watercraft over extended periods of time is required. The duties require frequent or immediate strenuous exertion in law enforcement, firefighting, search and rescue, and related emergency activities. Lifting or carrying equipment weighing over 50 pounds may be required.

Duties involve performing physically rigorous assignments, usually in isolated outdoor environments on land, water, and in the air. The employee is frequently exposed to sudden severe weather conditions. Dangerous persons must be physically confronted, subdued, and apprehended, many of whom are known to carry weapons. Prisoners must be kept under physical restraint during transport and processing. Criminal investigations are subject to the need to be carried out without regard to fixed work schedules, scheduled off-duty days, or opportunities for proper rest or nutrition. There is a high-stress component to much of the

employee's work assignment.

9. Work Environment

While most of the work is performed in an office setting, a portion of the work is performed outdoors in all kinds of weather and climatic conditions on land and on the water. The work is performed at various hours of the day and night and for prolonged periods during emergency situations. The employee is subject to frequent exposure to high-risk and potentially dangerous situations in law enforcement and emergency types of situations requiring use of a wide-range of personal protective gear (some of which may be uncomfortable, hot, or inconvenient to wear), adherence to specific safety procedures, and other precautions.

Long periods of surveillance work may be required in cramped, or unpleasant locations and under unpleasant conditions. Subject to the possibility of being frequently assigned variable work schedules, including shift work.

Exposed to potentially dangerous situations, such as accidents while operating motor vehicles of various types; flying as a passenger in small fixed wing or rotary wing aircraft; and operating or riding in small watercraft.

Emergency law enforcement operations will require entry into hazardous environments, exposure to dangerous persons, animals, and substances, and potential exposure to infectious diseases. Follows Service and Departmental Safety policies, wearing protective clothing and using appropriate protective and safety devices to reduce or eliminate exposure to dangerous situations.

As a condition of employment the employee must successfully meet or pass the following:

-Screening and testing:

- Federal Law Enforcement Training Center's Physical Efficiency Battery (PEB)
- Background Investigation
- Qualification Inquiry
- Drug testing
- Psychological Screening
- Medical Standards

-Natural Resource Police Training (FLETC)

-Refuge Officer Basic School

-Refuge Field Training Officer Training Program

-Cardiopulmonary Resuscitation (CPR)

-First Aid Training

-Must wear the Service uniform according to policy

-Must have and maintain a valid motor vehicle operator's license for the required vehicles

-Must qualify with firearms semiannually and be able to carry a firearm

EVALUATION STATEMENT

1. **Location:** U.S. Fish and Wildlife Service
Refuges/Field Locations
2. **Position, Title, Series and Grade:** Park Ranger (Law Enforcement), GS-025-11/12
Organizational Title: Refuge Law Enforcement Zone Officer
3. **Job Number:**
4. **References:** Grade Evaluation Guide for Police and Security Guard Positions, GS-0083/GS-0085, April 1988; Park Ranger Series, GS-0025, November 1985; Grade Level Guide for Instructional Work, March 1989; Introduction to the Position Classification Standards, August 1991.
5. **Background:** This is a “standard” position description. It is intended for use with positions that are assigned duties that are accurately and adequately described within the position description, including percentages of time shown as being devoted to each of the major duties. Positions that involve duties such that the subject position description would not provide an accurate and adequate description of the work should be assigned to a different position description.
6. **Series and Title Determination:** The primary purpose of the subject position is for the incumbent to serve as a technical expert on all refuge law enforcement matters within the zone assigned and to serve as coordinator, communicator, and expert on law enforcement issues within the zone. In addition, the positions provides advice and assistant to project leaders on any law enforcement issues to ensure that law enforcement programs, operational plans, practices, and procedures are consistently implemented throughout the Service. The incumbent of this position is assigned as a major duty, responsibility for performance of refuge law enforcement program development and management work. The paramount knowledge and skill requirement of the position is refuge law enforcement/protection program management work, in conjunction with knowledge of the resources of the wildlife refuge/location to which the employee is assigned, and a thorough knowledge of the laws, regulation, principles, and practices of resource management within the Service. This combination of knowledge and skills is most closely described by and within the Park Ranger Series, GS-0025. The title titled prescribed within the Park Ranger Series, GS-0025, is Park Ranger. The Introduction to the Position Classification Standards allows an agency to supplement the officially designated title with a parenthetical designation determined by the agency. Therefore, the parenthetical “(LE/Refuge)” is added to the title to reflect the position’s requirement for skills/certification concerning law enforcement, and knowledge of and association with the National Wildlife Refuge System. Therefore, the most appropriate title and series are Park Ranger (LE/Refuge), GS-025. The organizational title “Refuge Law Enforcement Zone Officer” is assigned to identify the position’s functional responsibility within the National Wildlife Refuge System.

7. **Grade Level Determination:** The position consists of three areas of work that meet the Office of Personnel Management criteria for grade crediting purposes; Program Management and Development, Training and Instructor, and Law Enforcement. These areas of work are evaluated below by use of the appropriate OPM Classification Standard.

Program Development, Management, and Work Planning- 50%

Park Ranger Series, GS-0025

The Park Ranger Series grading criteria is provided in narrative format. Typically at the GS-12 level in the GS-025 standard (**Nature of Assignment**), Park Rangers are recognized as competent in the application of advanced techniques of resources management and/or in-depth subject-matter knowledges. They apply their comprehensive experience and understanding in identifying, defining, and resolving problems connected with novel, undeveloped, or controversial aspects of resource management, interpretation, and use. Assignments typically are characterized by the requirement to extend or adapt guidelines and technical precedents, and they need to solve problems, in many instances without benefit of adequate, consistent, or noncontroversial data or data sources.

The predominant work of this position involves planning, developing, managing, and evaluating the zone's law enforcement program while incorporating resource management objectives and concerns, and coordinating the implementation of ongoing, new, or changed policies and plans. The work concerns the administrative program management, oversight, coordination and support for the law enforcement program within the assigned zone. The Park Ranger assesses the existing levels and types of resources devoted to the program, and advises on the type, amount and location of work as well as the objectives to be accomplished. Based on budget, staffing, equipment, supplies and materials, the incumbent coordinates with the project leader to determine type, amount and location of work as well as the objectives to be accomplished. The Zone Officer assists in the development of Comprehensive Conservation Plans by participating in law enforcement related planning activities, public meetings, report drafting, and assessments to determine the potential impact of proposed or ongoing refuge activities.

The duties described above compares favorably with the GS-12 grade level of the GS-025 standard. At the GS-12 level, the standard describes a Park Ranger that is responsible for all resource management and visitor protection and service activities **within a park**. The Ranger serves as a technical advisor on the more complex problems that arise in law enforcement, recreation programs, rescue and emergency services, and concessionaire

relations. The incumbent formulates budgetary and administrative plans and oversees their implementation and review, including program planning and budgeting for law enforcement, training, visitor protection, campground management, fee collection, fire management, and safety.

The subject position is assigned program management duties that are of the type and scope described at the GS-12 grade level.

The position is assigned **Level of Responsibility** at the GS 12 grade level of the GS-025 standard. The standard describes Park Rangers at this level that are usually given broad objectives and relative priorities for completion of projects or assignments, and are guided, by basic policies of the employing jurisdiction. They enjoy marked freedom from technical control and are expected independently to select techniques, establish methods and procedures, and for resolving particular problems. They are relied upon as authorities within their organizations concerning their particular program function or activity. Little or no technical guidance is provided. Public contacts are broad and varied and working relationships with personnel of other Federal and non-Federal agencies are to exchange ideas and information.

The subject position performs work without on-site supervision, performs assignments without frequent or detailed instructions, is relied upon to exercise discretionary latitude in formulating approaches to accomplish the mission, and based upon technical expertise, is relied upon to provide advice, or options to be taken when controversial situations arise. Contacts are primarily for the purpose of exchanging information and for ensuring that the laws and regulations governing the use of Service lands are in compliance and to negotiate or reconcile conflicting views of the public.

This level of responsibility and contacts are described at the GS-12 grade level of the standard.

Training and Instructor Responsibilities - 25%

Grade Level Evaluation Guide for Instructional Work

The position is responsible for all Field Training and Evaluation Program activities within the zone assigned. The position is responsible for the administration, program oversight, evaluation and instructor training for all officers within the zone and coordinates law enforcement training within the zone. The incumbent monitors and evaluates employees skill levels, develops training plans and acquires specialized training to ensure the highest priority skills are maintained.

The training taught by this position is well structured and normally require little or no

modification. The incumbent may need to obtain additional supplemental material and adapt instructional procedures.

The training assignments of this position is graded at the GS-09 level of the Grade Level Guide for Instructional Work.

Law Enforcement - 25%

Grade Evaluation Guide for Police and Security Guard Positions, GS-0083/GS-0085

The personally performed refuge law enforcement duties of this position are performed at least 25% of the time. They are evaluated for classification purposes by comparison with the Grade Evaluation Guide for Police and Security Guard Positions, GS-0083/GS-0085, which is in the Factor Evaluation System format. The following is a summary of the assigned factor levels and point values.

<u>Factor</u>	<u>Points</u>
1-4	550
2-3	275
3-2	125
4-3	150
5-3	150
6-3	60
7-3	120
8-2	20
9-2	20
<hr/> 1,470 Total Points	

The total yields 1,470 points, and meets the GS-07 grade level.

- 8. Grade Determination:** In summary, Program Development, Management and Work Planning work (50% of the time) yields the GS-12 grade level, the Training and Instructor Responsibilities (25% of the time) yields the GS-09 grade level, and the personally performed Refuge Law Enforcement Work (25% of the time) yields the GS-07 grade level. The GS-12 level work is officially assigned to the position on a regular and recurring basis and is a significant and substantial part of the overall position; the GS-12 higher-level knowledges and skills are needed to perform the work and are required in recruiting for the position. The work is not temporary or short-term, not carried out only in the absence of another employee, not performed under closer than normal supervision,

nor is the work assigned solely for the purpose of training an employee for higher-level work. Therefore, this work is grade controlling since it is performed for the majority of the time of the position.

9. **Conclusion:** In accordance with the classification rationale provided above, the most appropriate title, series, and grade are Park Ranger (LE/Refuge), GS-0025-12. The organizational title of the position is Refuge Law Enforcement Zone Officer.

Pearl Inge
Human Resources Specialist
May 6, 2003



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval
for Retirement
Under 5 USC 8336(c) and 8412(d)

☒ Approved under the Civil Service Retirement System, 5 USC 8336(c)

☒ Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (Law Enforcement)

Bureau: Fish and Wildlife Service - Bureau-wide

Classification Title: Park Ranger (LE/Refuge)

Organization Title: _____

Position Number: S00A100/S000100 Series and Grade: GS-0025-11/12

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary/Administrative Law Enforcement coverage is recommended under both CSRS and FERS.

This is an administrative position in an organization having a law enforcement mission. The incumbent serves as a Refuge Law Enforcement Zone Officer. This position at the zone level provides law enforcement support and oversight to designated refuges within the zone. The incumbent provides expertise, technical assistance and planning support for law enforcement training, program reviews, court preparation, incident management, and other law enforcement needs as coordinated with project leaders within the zone. The incumbent also ensures consistent delivery of the law enforcement program at the field level, including an oversight role to assist field stations in interpreting and applying government directives and policies related to law enforcement. Serves as a commissioned law enforcement officer performing law enforcement duties including investigation, apprehension, or detention of individuals suspected or convicted of offenses against the criminal laws of the United States. A Law Enforcement Commission is required, and the incumbent must meet physical fitness standards to maintain that commission. **This position is clearly in an established career path and experience as gained by substantial service in a primary law enforcement position in the Federal government or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for the incumbents of this position.**

See Attached

Chief, National Wildlife Refuge System

Marcia L. Scifres
MARCIA SCIFRES, DOI Fire & Law Enforcement Retirement Team Leader

08/13/2003
Date

APPROVAL : The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date of 05/06/2003**. Approval is by DOI Secretary's Designee:

[Signature]
Deputy Assistant Secretary, Human Resources and Workforce Diversity

10/1/03
Date